

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, April 10, 2023, 7:00 p.m.
Lee Fire Barn, 103 Lee Road, Lee, Illinois

1. CALL TO ORDER

President Carlson opened the meeting at 7:00 p.m.

Roll Call

V. President Josh Carlson – present
Trustee Martha May – present
Trustee Thomas Kapraun – present
Trustee Jesse Blackwood – present
Trustee Jean Michels – present
Trustee Dawn Kimpflin – present
Trustee Jessica Moser – present

Treasurer Katherine Felker – present
V. Clerk Sandie Maahs - present

Others in Attendance:

V. Engineer Aaron Full
Mike Woodbury from Public Works Dept.

2. VISITORS/COMMUNICATION/PUBLIC COMMENT

Terri Voitik announced that the deputy clerk hired in February has declined the position, and is requesting that President Carlson appoint Dawn Woodbury as Clerk to prevent any lapse of a clerk as Clerk Maahs has resigned.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Aaron Full – Village Engineer

- Project Summary Report

Engineer Full shared that the bid opening for the water tower/well project is scheduled for April 20, 2023 at 2:30 p.m. and he will send out a recommendation letter to the board after the bid opening. Engineer Full shared that the accountant at the IEPA has accepted the Village's water rate ordinance and is researching a possible required change to the Village's accounting method to meet IEPA requirements. Engineer Full confirmed that he will submit the paperwork for the Motor Fuel Tax Project. Engineer Full inspected the drainage issue on Nissen Stigen on west side of railroad tracks and recommended that the Village hire someone to correct the drainage pitch in that area which should fix the issue.

ii. Michael Woodbury – Public Works

Mr. Woodbury shared that Queens Trucking and Construction has fixed the sink hole caused by a collapsed tile behind the N.I.C.E. Center. Mr. Woodbury is working on repairing the flushing hydrant in front of the catholic church once the Village can obtain a flushing hydrant as they are all on backorder, and that he worked on clearing out the catch basins on Hardanger Gate to find out there is a beaver dam in the creek blocking the water flow down stream. Mr. Woodbury discussed the March 31, 2023 power outages impact on the water system and needs for preventing the same issues in the future. Clerk Maahs shared the importance of notifying ComEd the moment the water plant loses power.

The Board discussed individual tours of the water buildings and items included in the water project that would prevent the power outage issues in the future.

Clerk Maahs suggested establishing relationships with both DeKalb and Lee County Emergency Management Coordinator for future emergency issues, and confirmed that those contact points are not in the Village's Emergency Plan.

iii. Sandie Maahs – Village Clerk

iv. Katherine Felker – Village Treasurer

b. Discussion on planning

Clerk Maahs confirmed that she forwarded the Village's Comprehensive Plan to all board members and reminded the board to discuss future planning.

c. Discussion and possible approval of purchase of Village cell phone

Clerk Maahs shared that the Village phone number is forwarded to her personal cell phone and the board needs to decide how to proceed as Clerk Maahs has resigned as of April 30, 2023. Clerk Maahs recommended purchasing a cell phone, so that the phone could be handed off to the appropriate parties as needed. Trustee Moser made a Motion to Allow Katherine Felker to Purchase a Village Cell Phone, and Transfer the Number, in an Amount Not to Exceed Current Monthly Expenditure. Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote: Blackwood, Moser, Kapraun, Michels, May, and Kimpflin: yes

d. Discussion and possible approval of Resolution No. 23-05 - A Resolution for Maintenance Under the Illinois Highway Code, Contract Estimate of Costs, Estimate of Maintenance Costs, Proposal or Deliver & Install Proposal, and Maintenance Engineering to be Performed by a Consulting Engineer for 2023 Street Maintenance Projects

Clerk Maahs confirmed that the Resolution is the formal documentation to move forward with the streets maintenance projects that were approved at the March 2023 meeting. Trustee Kapraun made a Motion to Approve Resolution No. 23-05 - A Resolution for Maintenance Under the Illinois Highway Code, Contract Estimate of Costs, Estimate of Maintenance Costs, Proposal or Deliver & Install Proposal, and Maintenance Engineering to be Performed by a Consulting Engineer for 2023 Street Maintenance Projects. Trustee Blackwood seconded the Motion. Motion passed on the following roll call vote:

Blackwood, Moser, Kapraun, Michels, May, and Kimpflin: yes

4. OLD BUSINESS

a. Discussion and possible action on outstanding property maintenance violation letters

Trustee Moser discussed that the weather is getting nicer; therefore, work can resume on correcting some of the violation issues with the understanding that the area did receive some damage from recent storms.

b. Discussion on grant program assistance through Resource Bank (reminder item)

Trustee Michels shared that Jerry Foster of Resource Bank may be attending the June meeting.

c. Discussion on quotes for painting of parking lines on Viking Vie (reminder item)

The Board discussed options to get the work completed and measurements of parking spaces. Trustee Michels will ensure the project is completed.

d. Discussion and possible approval of appointment of Village Clerk

The Board will discuss at the end of the meeting.

Trustee May discussed that the Village is going to need a representative to hand out the joint scholarship with the Lee Lions Club and the Village at the high school scholarship night on May 3, 2023. Trustee Moser and Trustee Kimpflin will attend on behalf of the Village.

Trustee May asked for the status of spending down of the Leading Lee Forward funds. Trustee Moser will work with Treasurer Felker to make the purchases that were previously approved. Trustee May discussed that there is final paperwork that will need to be completed. The Board discussed that the Village of Lee can apply for grants without going through the Leading Lee Forward group.

Trustee May has several items to hand off and Clerk Maahs will take possession of those items.

5. REVIEW AND CORRECTION/APPROVAL OF MINUTES OF PRECEDING MEETING

a. Approval of minutes from March 13, 2023 Regular Board Meeting

Trustee Moser noted a scrivener's error. Trustee Moser made a Motion to Approve the Minutes from March 13, 2023 Regular Board Meeting, as Corrected. Trustee Kimpflin seconded the Motion. Motion passed on the following voice vote:

Kimpflin, Moser, Michels, May, Kapraun, and Blackwood: yes

6. TREASURER'S REPORT

a. Discussion and possible approval of Treasurer's Report

Treasurer Felker confirmed that the Village was reimbursed for the fire hydrant repair from the accident. Trustee Michels made a Motion to Approve the Treasurer's Report. Trustee Moser seconded the Motion. Motion passed on the following voice vote:

Kimpflin, Michels, May, Kapraun, and Blackwood: yes

Moser: absent

7. APPROVAL OF BILLS

a. Discussion and possible approval of bills payable

Trustee Moser made a Motion to Approve the Bills Payable. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:

Kapraun, May, Moser, Blackwood, Kimpflin, and Michels: yes

8. COMMITTEE REPORTS

a. Streets and Alleys/Public Safety

- Discussion on fire hydrant at base of water tower

Mr. Woodbury shared that there will be a new fire hydrant at the base of the water tower.

- Discussion on bike run in September

Trustee Michels shared that there is a 62 mile bicycle run on September 23, 2023 sponsored by Hinckley and the Village is at the far end of the run with a rest stop at the fire station.

b. Water and Refuse

Trustee Kimpflin will be scheduling the dumpsters and date for the Spring clean-up with the dumpsters located at 260 N. Viking Vie.

c. Finance and Ordinances/Zoning

9. ITEMS FROM THE VILLAGE ATTORNEY

Clerk Maahs shared that Foster Buick has resigned. Trustee Kimpflin has spoken with Attorney Russell Crull from Rochelle regarding the Village retaining him.

4. OLD BUSINESS

e. Discussion and possible approval of appointment of Village Clerk

President Carlson made a recommendation to appoint Dawn Woodbury as the Village Clerk. Trustee Kimpflin made a Motion to Approve President Carlson's Recommendation to Appoint Dawn Woodbury as Village Clerk. Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote: Kapraun, May, Moser, Blackwood, Kimpflin, and Michels: yes

Clerk Maahs swore in Dawn Woodbury as Village Clerk.

10. ADJOURNMENT

Trustee Kapraun made a Motion to Adjourn. Trustee Blackwood seconded the Motion. Motion passed on the unanimous voice vote of those present at 8:17 p.m.

Typed by Village Clerk Sandie Maahs, RMC, MMC